

**JOINT MEETING – BOARD OF SELECTMEN & PLANNING BOARD
DECEMBER 10, 2012**

I. Call to Order/Roll Call

Chairman Paul Salafia called the Special Meeting of the Board of Selectmen to order at 7:06 P.M. in the Selectmen's Conference Room at the Town Offices. Present at the meeting: Roll Call: Chairman Salafia-Y, Selectmen Alex Vispoli-Y, Brian Major-Y and Mary Lyman-Y. Selectman Dan Kowalski arrived after the meeting opened.

Planning Board Chair Joan Duff called the Planning Board Joint Meeting to order at 7:07 P.M.

Also present: Town Manager Buzz Stapczynski and Director of Planning Paul Materazzo. The meeting was duly posted and cable-cast live.

II. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

III. Work Session – Board of Selectmen and Planning Board

It was explained that the Board of Selectmen have been in an information gathering process since the beginning of the Summer looking at all the various possibilities for the Town Yard with the final piece being either to rebuild at the current site or develop the current site into a multi-use area relocating the Town Yard elsewhere. Tonight they would like to hear the thoughts of the Planning Board and what their vision of the current site would look like.

Director of Planning Paul Materazzo said tonight's interactive meeting should bring out the themes if the Town Yard area were to be developed into a multi-zone area and that he had invited Ken Buckland from the Cecil Group to provide an update on such themes for the overlay district. He reviewed the steps for a zoning by-law and what the zoning structure would look like. Key deliverables would be height and character of the area, the zoning by-law, variables of comparable developments showing density, dimensional standards, and design standards. The value of the assessed 2.993 acre site is \$1.4M with a total land value of about \$3.3M. A review of comparable developments was shown and discussed. The goal would be to create a district potentially matching up architecturally with other developments in town.

The Board of Selectmen discussed concerns on the impact upon Town/School services should the area be developed with more than one bedroom units and talked about the revenue derived from the number of units, as well as the financial onetime benefit of revenues from the State. The Boards discussed what the area would look like, number of housing units, and the need for a multi-use development to include some commercial opportunities to balance housing units, creating a positive tax benefit.

The Boards also discussed the option of building a multi-level Town Yard at the current site and or to relocate and develop the current site into a multi-use development area. Rezoning would be required to develop the site.

The presentation included an outline of the zoning bylaw, development and potential value, dimensional regulations, design standards, and comparable developments.

The next step is to schedule a meeting with the Planning Board on January 7, 2013 to receive specific scenarios from the Cecil Group and updated numbers from Wesson and Sampson.

IV. Work Session – Board of Selectmen & Town Manager FY-13 Goals

Board and Town Manager discussed the FY-13 Board of Selectmen and Town Manager Goals. A Goal Sheet showing goals and deliverables distributed to members and Chairman Salafia reviewed each goal with dates of deliverables.

Goals:

- Development of an OPEB Funding Plan to include reduction of long-term liabilities and annual contributions to the OPEB account to include a set of policies with input from the State and Actuarial Reports, inclusive of an annual contribution from the Operating Budget, and research of appropriate investment vehicle of OBEB Trust Fund. Deliverable – June 30, 2013
- Creation of a plan to solve the renovation or relocation of Town Yard to include possible zoning changes for present site (April 13, 2013), RFP to acquire land (December 2012), Land acquisition article or rebuild Lewis Street by Fall 2013.
- Implement Consolidation Plan for the DPW & Plant & Facilities Organizations – consolidation in Recommended Town Manager’s Budget (FY14), Consolidation Effective Date (July 2014), and recruit and select Municipal Facilities Director May/June 2013.
- Develop a Pilot Program for “in lieu of taxes” to encourage non-taxpaying entities to provide services/donation to reduce the cost of services provided. Provide samples of pilot programs in other cities/towns and with policies and best practices and a list of non-profits with real estate values in Andover, process to enact a pilot program – April 2013.
- Create a Ballardvale Fire Station relocation plan to be presented to a future Town Meeting. What are Selectmen’s priorities for this project with timing as it relates to all other building projects (Town/School) – May 2013.

- Expand the current Department Head Performance Evaluation System to other Town employees and test in one department before expanding to all departments. Choose one AIEA Department to develop a pilot program for employee evaluation – June 2013.
- Develop a business model and plan for EMS Services that funds the operating and capital expenses as well as revenue of putting ambulance service in a new station. What are the Selectmen's priorities with timing as it relates to other town and school building projects – May 2013.
- Finalize labor contracts with specific Selectmen guidelines – June 2013
- Finalize the recommendations for outsourcing and other opportunities to create efficiencies. Recommend further departmental consolidations and efficiencies (payroll, copy center service, custodial reorganization study and recommendations) April 2013

Monthly:

Provide Construction Project updates for the Bancroft School and Youth Center.

Every other month or as needed: Provide update on all goals.

V. Adjournment

At 10:11 P.M. on a motion by Selectman Kowalski and seconded by Selectman Vispoli, the Board voted 5-0 to adjourn the Joint Meeting.

Respectfully submitted,

Dee DeLorenzo

Dee DeLorenzo, Recorder

Documents: Presentation of Future Town Yard – Planning Board
Town Manager/Board of Selectmen Goals